



CITY OF SAN ANTONIO

FIRE DEPARTMENT

TO: Participating Fire Sprinkler Contractors

SUBJECT: **INFORMATION BULLETIN 109**
Fire Sprinkler Modifications Involving Twenty (20) Heads or Less

DATE: November 14, 2005

As a customer service initiative, the San Antonio Fire Department (SAFD) has developed the following policy regarding modifications to existing fire sprinkler system which involve twenty (20) or fewer sprinkler heads.

The following is a projected path that the fire sprinkler contractor (FSC) and the City of San Antonio (COSA) staff are to utilize when applying this policy.

1. FSC shall complete a Fire Sprinkler Permit Application (See **Information Bulletin No. 107**) and include a letter indicating the scope of work on letterhead, stamped and signed by the R.M.E. and submit to the SAFD Fire Marshal's office prior to fabrications and modifications. No work shall be performed until the permit is issued.
2. A permit will be issued for the address and business as requested. The permit will be required to be on site at the time of inspections.
3. FSC will call the SAFD Fire Marshal's office at 210-207-8410 and request an inspection of the job site.
4. A SAFD Fire Inspector will call the morning of the inspection to set up a time for and then make an inspection. The FSC is to be on site during the time of the inspection with the permit, a working plan and a ladder to see above the finished ceiling if the ceiling tiles are installed. The SAFD Fire Marshal's office will make one of three determinations upon inspecting the sprinkler system modification:
 - i. The modification is **approved** as installed and the permit is approved;
 - ii. The modification is **disapproved** as installed. If disapproved, the Fire Inspector will note all deficiencies that resulted in the disapproval. The FSC will make the corrections to the sprinkler system and, when completed, will call for a re-inspection. A Fire Inspector will make an inspection of the correction and either approve or disapprove the modification and/or corrections. *Additional fees may apply depending on the number of times a re-inspection is request.*
 - iii. If the Fire Inspector determines that the modification to the sprinkler system is either a complex change or is beyond what the scope of this policy intends, they will require that the FSC submit complete fire sprinkler modification plans to SAFD or COSA Development Services Department (DSD), Fire Protection Section for review (210-207-8160). SAFD and/or DSD staff will work with the

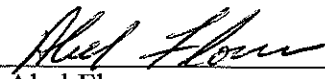
FSC in a timely manner to review and approve their project. SAFD and/or DSD staff may request that the FSC bring the plans to staff offices so that a "walk-through" review be conducted. When the SAFD and/or DSD staff approves the plan, the FSC will make any corrections to the sprinkler system and call for a re-inspection. Again, additional fees may apply depending on the number of times a re-inspection is request. The final determination as to whether a full plan review is needed is left to the Fire Inspector conducting the inspection. Various field conditions, sprinkler system layout, etc. will dictate this determination.

If any of the following situations or scenarios is relevant to the project, the FSC is not eligible to use this policy and fire sprinkler modification plans are required to be submitted to the SAFD Fire Marshal's office in one of the normal permit plan review methods:

1. Changing system types (e.g., wet to pre-action).
2. Adding a new system (e.g., pre-action, offices to a warehouse).
3. Increase in Occupancy Hazard Classification (e.g., light hazard to ordinary hazard, ordinary hazard 1 to ordinary hazard 2, etc.).
4. Modifications to ESFR sprinkler systems are not eligible for this policy.
5. Extended coverage spacing is not eligible for this policy.
6. Entire lease space must be permitted at one time. Breaking a lease space into multiple areas each twenty (20) or less sprinkler heads and permitted separately will not be allowed.

This policy is effective the date of this bulletin and will remain in effect until further notice. Your cooperation in implementing this policy is greatly appreciated.

Should you have any questions on this policy, please call the Fire Marshal's Office at 210-207-8410 or the Senior Fire Protection Engineer at 210-207-5006.



Abel Flores
Fire Marshal, Fire Department